

BASE CAMP: WORKSHOP LEAD UP & PARTICIPANT ARRIVALS

Preparation Before Families Arrive

- ☐ Deliver Roster to TOF Coordinator
- ☐ Introduce Self to Park Headquarters and Leave Contact Information
- ☐ Notify HQ Where Arriving Families Should Be Sent
- ☐ Obtain Gate Combination and Give To Staff and Volunteers
- ☐ Establish After Hours Emergency Contact
- ☐ Review Emergency Action Plan w/Volunteers And Post Conspicuously
- ☐ TOF Signage Hung in Campsites
- ☐ Agenda Written on White Board and Visible
- ☐ Check Forecast For Changes
- ☐ Determine Emergency Shelter Scenario In The Event Of Bad Weather
- ☐ Establish The Location Of The Nearest AED Device and First Aid Kit
- ☐ Establish The Nearest Ice and Firewood For Your Campground
- ☐ Ensure Supply of Bait, Firewood, Food, Charcoal
- ☐ Charge Lanterns and GPS Unit Batteries
- ☐ Check Camping Gear For Cleanliness and Completeness in Bins
- ☐ Geocaches Placed, Units and Waypoints Ready
- ☐ Fishing Equipment Checked / Untangled
- ☐ Sweep Of Campground Looking For Hazards and Cleanliness
- ☐ Stage Sunscreen, Water Bottle and Insect Repellant for Visual Aids
- ☐ Pens and Extra Waivers and Medical Forms Available
- ☐ Camping Gear Unloaded and Ready for Distribution
- ☐ Staff & Volunteers Aware of Agenda and Responsibilities
- ☐ Lay Out Tent On Ground Cloth & Position Poles Next To It

Conversation With Your Participants

- ☐ Direct Audience to Reserved Sites
- ☐ Collect Liability Waivers, Medical Forms and Photo Releases
- ☐ Collect Demographics & Campsite Numbers
- ☐ Staff & Volunteer Introduction
- ☐ Thank You for Coming! Kids who play outside are happier, healthier, and smarter!
- ☐ Point Out Nearest Restroom for Campers
- ☐ Mention Campsite Utilities (Potable Water, Electricity, Nearest Dumpster)
- ☐ Comfort Recommendations (Sunscreen, Insect Repellant, Staying Hydrated)
- ☐ Location of Ranger Camp
- ☐ Review Emergency Plan (Shelter, 3 Horn Blasts, Weather Plan)
- ☐ Introduce 7 Leave No Trace Principles
- ☐ Basic Rules Conversation
 - Quiet Hours, Firewood Collection, Alcohol Policy, Parking On Pavement, Light Pollution
- ☐ Explain Agenda (Include Activity Locations & Special Instructions i.e. clothing/footwear)
- ☐ Split Youth From Adults – Jr. Ranger Activity & Adult Gear Instruction

GEAR DEMONSTRATION

Conversation With Your Participants About Equipment

- ☐ Lanterns
 - Inflate By Squeezing Valve & Allowing Inflow of Air
 - Do Not Inflate With Mouth
 - Leave On Table To Charge During Day
 - Turn Off When Retreating To Bed To Lessen Light Pollution
- ☐ Broom & Dustpan – For Maintaining Cleanliness Inside Tent
 - Do Not Wear Footwear Inside Tent – Keep Shoes Inside Tent Next to Door
- ☐ Sponge
- ☐ Slotted Spoon, Regular Spoon, Spatula, Tongs
- ☐ Wash Tubs – One Wash, One Rinse
 - Avoid Using Spigot to Wash Dishes – Piles Food For Animals in Campsite, Wastes Water, Creates Erosion
 - Scoop Food Scraps Out of Wash Tub and Cast Water Away From Campsite
 - Consider Using Rinse Water to Put Out Fire
- ☐ Pots & Pans
 - Use Caution With Lifter (Easily Detaches & Can Conduct Heat if Left On Pan During Cooking)
 - Only Boil Water in Large Pot with Two Handles
- ☐ Coffee Press
 - Do Not Place On Stove – Plastic Will Melt
 - Pour Boiling Water into Press & Wait 5 Minutes, Slowly Press Plunger Down
 - If Grinds are In Coffee, Rinse Plunger and Re-Press
- ☐ Stove
 - Make Sure Propane Is Securely Attached – Not Too Tight (Difficult To Remove), Not Too Loose (Gas Escapes Connection)
 - Safety Consideration: Blue Flame Difficult to See Depending on your Size
 - No Playing In The Camp Kitchen
 - Wipe Out & Keep Closed When Not In Use
- ☐ Cots
 - Demonstrate Loosening Straps Before Assembling & Disassembling
 - Must Remain Inside Tents At All Times (Allergies, Burns From Embers)
 - No Children On Cots
 - Foam Pads - One Per Junior Ranger
- ☐ Tent
 - Site Selection (Avoid Widow Makers, Tripping Hazards, Fire Proximity, Uneven Surfaces)
 - Demo Assembly

GEOCACHING

Preparation Before Families Arrive

- ☐ Caches Placed With Swag
- ☐ One Cache Placed Near Introduction Location To Be Used As A Demo
- ☐ GPS Units Charged and Loaded With Way Points
- ☐ Spare Batteries Available
- ☐ At Least 1 GPS Unit Per Family You Expect To Participate
- ☐ Encourage Participants To Dress Appropriately Before Leaving Camp
 - Durable Footwear, Hat, Sunscreen, Water

Conversation & In Practice With Participants Present

- ☐ Point Out Nearest Restrooms
- ☐ Discuss Universality Of Geocaching (2.6 Million On The Planet; Found In Every Urban Setting)
- ☐ Discuss Accessibility Of Geocaching Via Smartphones (Mention Geocaching.com as Resource)
- ☐ Discuss Caching Safety
- ☐ Discuss Taking The Path Of Least Resistance
- ☐ Discuss Keeping Eyes Up And Alert To Surroundings
- ☐ Discuss The Container Types That Have Been Hidden (Today's
 - Today's Caches
 - Public Caches
- ☐ Explain the Anticipated Difficulty For The Activity
- ☐ Reinforce That Adults Help With Path Of Least Resistance and Staying On Trail
- ☐ Instructions On What To Do When Cache Is Found
 - Swag, Replacement Of Cache
- ☐ Explain How To Use The Unit
- ☐ Explain Order Of The List Of Caches
- ☐ Find Demo Cache With Families
- ☐ Take Photos Of Families and Kids Caching
- ☐ Collect Geocaches and GPS Units
- ☐ Delete Coordinates from Units
- ☐ Refill Caches
- ☐ Charge Batteries

Preparation Before Families Arrive

- ☐ Bait And Tackle Are Ready
- ☐ Fishing Poles Untangled and in Working Order
- ☐ First Aid Kit Available
- ☐ Pliers Are Available
- ☐ Backyard Bass Station Is Ready
- ☐ Safety Glasses Are Available
- ☐ Encourage Participants To Dress Appropriately Before Leaving Camp
 - Hat, Sunglasses, Sunscreen, Long Sleeves

Conversation & In Practice With Participants Present

- ☐ Point Out Nearest Restrooms
- ☐ Discuss Universality and Joys of Fishing
- ☐ Discuss Fish Species In Lake And Those Likely To Be Caught
- ☐ Discuss Not Needing A Fishing License In State Parks (on the shore only)
- ☐ Safety Talk About Control Of Hook
- ☐ Provide Safety Glasses For Those Who Want Them
- ☐ Demonstration On How To Safely Cast With Backyard Bass
- ☐ Instructions On What To Do When Fish Are Caught
 - Wet Hands, Remove Fish, Release, Call Leader Over
- ☐ Take Photos Of Kids Fishing and With Fish
- ☐ Collect Rods – Remove Extra Bait, Untangle, Repair as Needed

COOKING AND FIREBUILDING

Preparation Before Families Arrive

- ☐ Dutch Oven, Lid Lifter, Chimney, Paper, Charcoal, Aluminum Foil, Tongs, Spoon, Can Opener, Lighter, Welding Gloves Available
- ☐ Firewood, Kindling, Tinder, And Ignition Source At The Ready
- ☐ Clean Fire Pit Available
- ☐ Water Source Available to Extinguish the Fire
- ☐ Leader Has First Aid Kit Accessible
- ☐ Emergency Action Plan Discussed With Staff And Volunteers

Conversation & In Practice With Participants Present

- ☐ Camp Cooking - Simple Is Great
- ☐ Consider Prepping At Home
- ☐ Foil Packs (Less Mess & Can Be Prepped at Home)
- ☐ Dutch Ovens = Fun Camp Cooking & Western Pioneer Heritage
- ☐ Dutch Oven Maintenance
- ☐ Regulating Temperature In A Dutch Oven
- ☐ Baking vs. Boiling vs. Roasting vs. Stewing
- ☐ Fire Triangle (Fuel, Ignition, Oxygen)
- ☐ Log Cabin vs. Teepee
- ☐ Don't Collect Firewood
- ☐ Fire In Fire Rings Only
- ☐ Remember The Tinder And Kindling
- ☐ Hatchet Can Be A Handy Tool
- ☐ Jr. Rangers Don't Play With Fire
- ☐ Don't Over Feed Your Fire – Attempt To Burn Everything You Put in the Pit
- ☐ Never Leave Fires Unattended
- ☐ Fully Extinguish All Fires

KAYAKING

Preparation Before Families Arrive

- ☐ Kayak Trailer In Place
- ☐ Location Chosen For Safety
 - Low Boat Traffic
 - Knowledge Of Existing In-Water Hazards
 - Small Wind Fetch
 - Visual Contact With Kayakers
- ☐ Kayaks Freed From Locks And Straps
- ☐ Paddles Available
- ☐ PFDs Sorted By Size
- ☐ Leader Kayak Set Aside With Throw and Tow Ropes
- ☐ Leader Signaling Device (Whistle) Present
- ☐ Leader Has First Aid Kit Accessible
- ☐ Leader Is Aware Of Nearest AED
- ☐ Emergency Action Plan Discussed With Staff And Volunteers
- ☐ Encourage Participants To Dress Appropriately Before Leaving Camp
 - Appropriate Footwear And Apparel, Hat, Sunscreen, Water
- ☐ With Large Groups, Participants May Be Asked To Arrive At Staggered Times
- ☐ Kayaks Will Not Be On The Water Until 30 Minutes Have Passed Since The Last Sign Of Lightning

Conversation & In Practice With Participants Present

- ☐ Point Out Nearest Restrooms
- ☐ Explain That PFDs Will Be Worn By All Participants
- ☐ Set Paddling Boundaries
- ☐ Explain Emergency Communication Methods
 - Participants To Instructor "Boat Over!" Or Raised Paddle
 - Instructor To Participants – Whistle Or Vehicle Horn
- ☐ Instruct And Demonstrate Basic Paddling Skills
 - Forward, Stop, Reverse, Turn
- ☐ Explanation Of On The Water Etiquette
 - Minimal Horseplay
 - No Purposeful Wet Exits Without Leader Assistance
- ☐ Explanation Of What To Do In The Event Of Capsize
- ☐ Explanation Of Safe Entry And Exit Of Kayaks From Shore
- ☐ Leader On The Water With Participants In Open Water Environments
- ☐ Assist in Boat Entry And Exit
- ☐ Take Photos Of Families and Kids Kayaking
- ☐ Return Gear To Trailer And Lock To Prevent Theft

BIKING: AT SAFE TRAIL FOR BEGINNERS

Preparation Before Families Arrive

- ☐ Bike Trailer In Place
- ☐ Location Chosen For Safety
 - Good Trail Surface
 - Low Vehicle Traffic In Area
 - Minor Slopes, No Large Hills
 - Easy Followed Route
 - Distance Appropriate For Audience
- ☐ Tires Inflated To Appropriate PSI
- ☐ Bikes Arranged By Size
- ☐ Helmets Arranged By Size
- ☐ Leader Has First Aid Kit
- ☐ Leader Bike Set Aside
- ☐ Route Marked Or Visualized On Map
- ☐ Emergency Action Plan Discussed With Staff And Volunteers
- ☐ Encourage Participants To Dress Appropriately Before Leaving Camp
 - Appropriate Footwear And Apparel, Hat, Sunscreen, Water
- ☐ With Large Groups, Participants May Be Asked To Arrive At Staggered Times

Conversation & In Practice With Participants Present

- ☐ Point Out Nearest Restrooms
- ☐ Explain That Helmets Will Be Worn By All Participants
- ☐ Set Cycling Boundaries
- ☐ Check ABC – Air, Brakes, Chain
- ☐ Instruct And Demonstrate Bike Operation And Sizing
 - Brakes, Front Vs Rear
 - Gear Shift, High & Low
- ☐ Size Bikes Appropriately, Assisting With Adjustments
- ☐ Explanation Of On Trail Etiquette
 - Maintain Safe Spacing and Ride on the Right Side of Trail
 - Be Mindful Of Hikers And Horses
- ☐ Explanation That Bikes Are Not To Be Left Unattended
- ☐ Remind Participants About Hydration
- ☐ Ranger Or Competent Volunteer Rides With Participants
- ☐ Monitor The Safety Of Participants On The Trails
- ☐ Take Photos Of Families and Kids Biking
- ☐ Return Gear To Trailer And Lock To Prevent Theft

BASE CAMP GRADUATION & CONCLUSION

Preparation Before Families Arrive

- ☐ Grad Packets or Take Home Materials Ready
- ☐ Demonstration Tent and Gear Tub Ready For Breakdown
- ☐ Piles Started For Gear Collection

Conversation & In Practice With Participants Present

- ☐ Thank You For Coming!
 - Kids who play outside are happier, healthier, and smarter!
- ☐ Call To Action To Continue Visiting State Parks
- ☐ Mention the \$75 Annual Pass And The Benefits
- ☐ Follow Us On Facebook, Twitter, and Instagram
 - #TxOutdoorFamily
 - Group photo
- ☐ Tell A Friend About The Program
- ☐ LNT Reminder For Exiting Campsite – Park Host Are Volunteers
- ☐ Gear Breakdown Demonstration
 - Dry, Clean, Orderly
- ☐ Maintenance Recommendations For Future Tent Owners
- ☐ Times To Keep In Mind
 - Gear Returned
 - Campsite Cleared
 - Exit The Park
- ☐ Junior Ranger Pledge
- ☐ Check Each Bin As It Is Returned
- ☐ Mark Bins w/Details About Missing Gear

POST EVENT RESPONSIBILITIES

Post Event Responsibilities Due Monday Following Workshop

- ☐ Email Demographics and Activity List to TOF Coordinator
- ☐ Email List of Broken Gear or Items Low in Stock (i.e. propane)
- ☐ Email Photos of Workshop Participants
- ☐ Send Survey To Participants (or turn in paper copies)
- ☐ Follow Up With Questions/Concerns/Success Stories From The Weekend